



## **VOLUNTARY ASSIGNMENTS EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) REASSIGNMENT AND DEFERMENT**

### **INTRODUCTION**

The Exceptional Family Member Program (EFMP) was established to assist members who have a family member or members with special needs meeting Department of Defense (DoD) enrollment criteria. The needs of the family member are usually permanent or long term and the family will require continued assistance. In some cases, EFMP consideration may continue throughout a member's entire career. The intent of the EFMP assignment policy is to utilize the Air Force member, based on current or projected manning requirements at locations where required medical, educational, early intervention or related services are available through the military medical system, civilian resources utilizing TRICARE, or a combination thereof. Refer to [General Information](#) for additional information.

**OPR:** AFPC/DPPAPH (Humanitarian/Exceptional Family Member Program (EFMP) Assignments)

**REFERENCES:** [AFI 36-2110](#), *Assignments*, Attachment 25

**TARGET AUDIENCE:** Air Force Regular Active Duty

### **SECTION A.**

#### **EFMP BASIC ELIGIBILITY CRITERIA**

1. Exceptional Family Member is limited to the member's spouse, child, or other person physically residing in the member's household. The Exceptional Family Member must be dependent on the member for over half of their financial support, and meets DoD criteria for enrollment in the EFMP.
2. Members may receive an EFMP reassignment or deferment if:
  - a. The member has a family member with a medical or educational requirement that meets the DOD criteria for enrollment in the EFMP (Assignment Limitation Code "Q" updated in MilPDS).
  - b. The Special Needs Coordinator (SNC) has determined that adequate facilities/resources to meet the family member's medical, educational, related service or early intervention requirements do not exist and cannot be reasonably provided within the current assignment locale.
  - c. The member's presence is determined to be essential in establishing, participating in, or continuing a medical regimen or educational program in the present area of assignment.

Normally, only one deferment for the continuing condition of the same family member is permitted and a TDY deferment (when determined necessary) is normally provided only during the initial assignment deferment period.

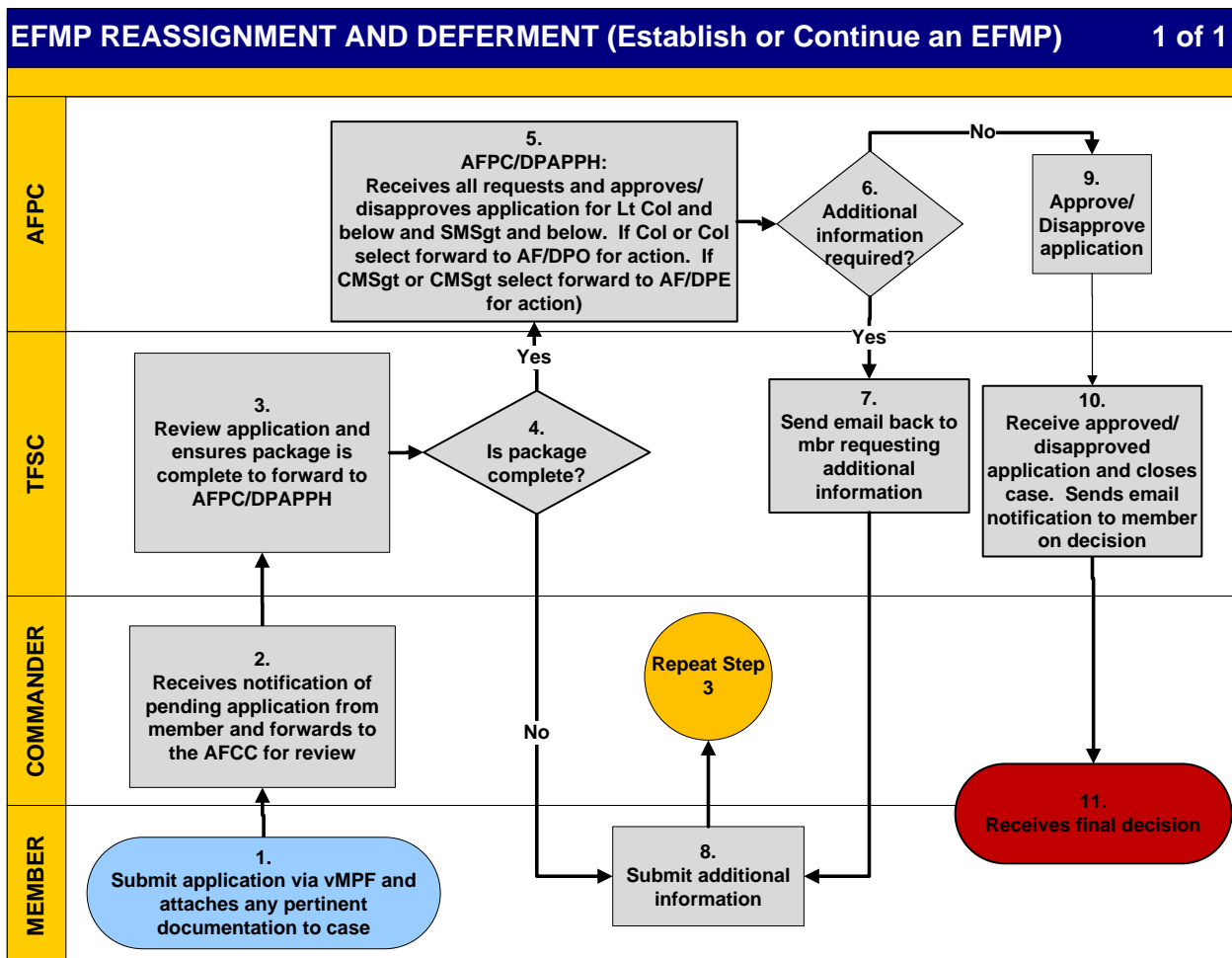
- d. The member was denied family member travel by the gaining medical treatment facility (MTF) based on processing the AF Form 1466, **Request for Family Member's Medical and Education Clearance for Travel**, and other documentation. A facility determination inquiry must be completed by the gaining location and a copy of the denial document must accompany the EFMP request. Deferment is not normally granted for this situation; however, cancellation of assignment may be provided or, if the member is in a mandatory move status an alternate assignment provided.

### **GENERAL INFORMATION**

1. Enrolling a family member in the EFMP does not negate the member's responsibility to serve their share of overseas duty or meet deployment requirements. Once a treatment program is established, formally through the EFMP or the member's own initiative, the member is then considered worldwide assignable.
2. There are two different types of EFMP applications used to request EFMP assignment consideration:
  - a. The first application is for individuals to request reassignment or deferment to establish or continue an EFMP. This type of application requires a commander's endorsement and input from the Special Needs Coordinator (SNC).
  - b. The second application is for individuals that were denied family member travel by a medical treatment facility (MTF), and does not require coordination by the unit commander or input from the SNC.
3. If reassigned or deferred under the EFMP assignment availability code (AAC) "34" is updated on the member's record for 12 months as directed by AFPC/DPAPPH. If granted a reassignment, the member is not reassigned on a permanent change of station (PCS) for at least 12 months from the date arrived station (DAS). If the parent organization is relocated or deactivated before expiration of the assignment restriction, it must be reported to the MAJCOM for intra-command reassignment to another organization on the same base. If no authorization for their specialty exists on base, or if the base is being deactivated, the MAJCOM requests reassignment instructions from AFPC/DPAPPH.
4. The EFMP also provides reassignment when a member is assigned to an area and a new medical, special education, related service, or early intervention need arises and the needed services are not available within the assignment locale. Once a treatment program is established, either formally through the EFMP or the member's own initiative, they are considered worldwide assignable.
5. TDY deferment does not automatically apply to EFMP requests unless specifically addressed

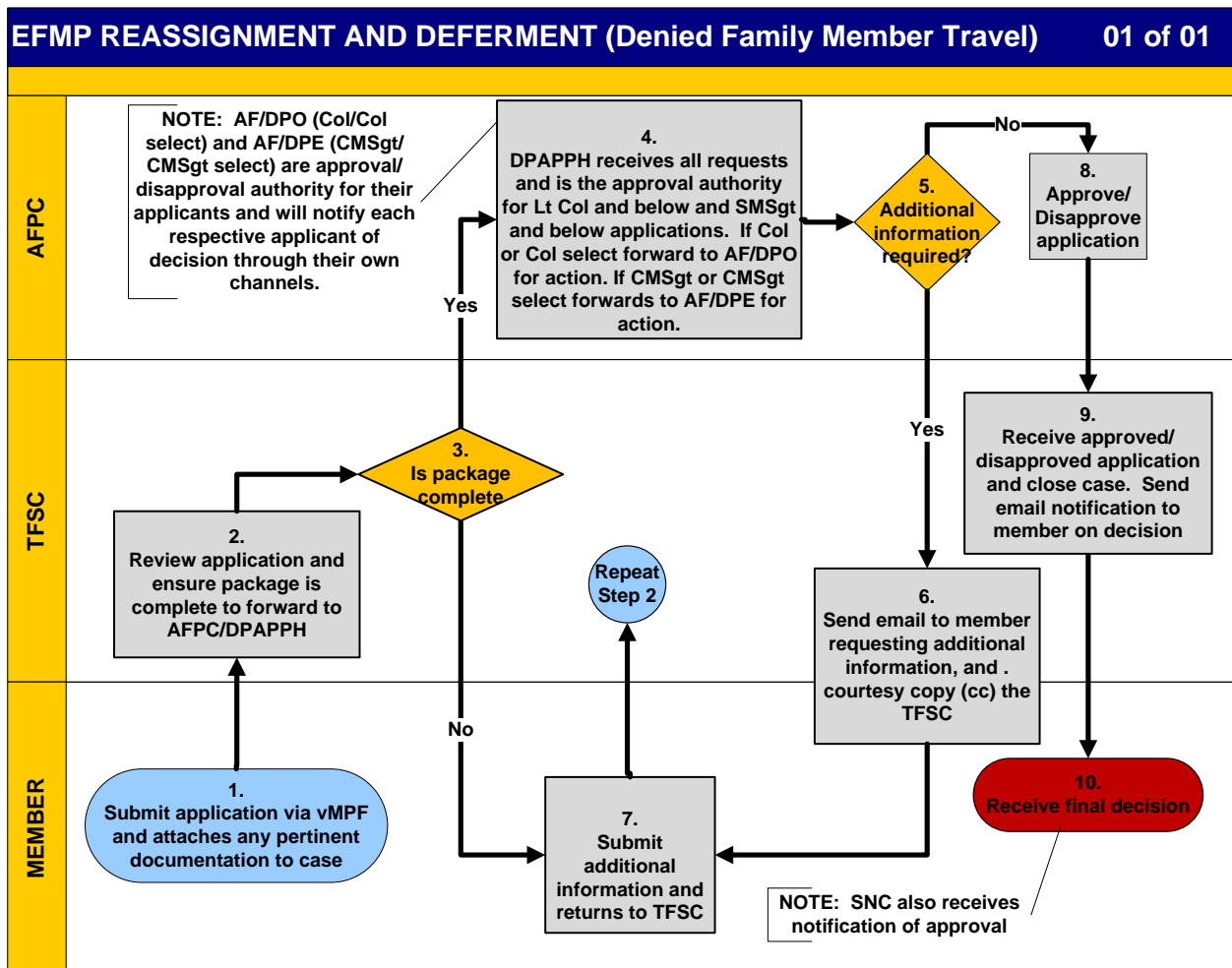
in approval correspondence from AFPC/DPAPPH. If a member is subject to a TDY and requests a deferment, they must obtain a statement from the attending medical or therapy provider. The statement must specify the need for their presence and the duration of the requirement. To request a TDY deferment, select the “Apply for Reassignment or Deferment, Establish or Continue EFMP” link in vMPF, complete the application, attach the statement from the attending medical/therapy provider and select the “Submit” button to forward the application to the Total Force Service Center (TFSC). A TDY deferment is normally approved on an initial EFMP request. When a TDY deferment is requested and approved, the TFSC updates deployment availability code (DAC) “44” as directed by AFPC/DPAPPH.

6. If a member is part of an Air Force active duty military couple and their spouse desires the same assignment consideration, they must include in their EFMP reassignment/ deferment application a request from the spouse indicating concurrence of an EFMP reassignment/ deferment and whether they (the spouse), will accept voluntary retraining if necessary.



EFMP REASSIGNMENT AND DEFERMENT (ESTABLISH OR CONTINUE AN EFMP)		
STEP	ACTION OWNER	NARRATIVE
1	Member	<b>Submit the EFMP application via vMPF.</b> Use this application to elect reassignment to establish an EFMP or continue an EFMP. The application also allows the member to request a deferment to establish or continue an EFMP. When submitting the request, attach supporting documents for review. Submit supporting documents as attached files through the vMPF. Although, this is the preferred submission method, a member may also fax support documentation to the TFSC at DSN: 665-6222. <b>NOTE:</b> Send faxes as a last resort, as it delay the processing time. <b>NOTE:</b> Deployed airmen must obtain their deployed commander's endorsement and attach it electronically before forwarding it to the Total Force Service Center (TFSC), or fax it to the TFSC. A request will not be considered without the deployed Commander's endorsement.
2	Commander	<b>Receive notification.</b> Receive notification of pending application. Commander is required to forward application to TFSC within 7 calendar days of receiving it. On the 8 <sup>th</sup> day, if the commander has not taken action the system will automatically send the application to the TFSC.
3	Total Force Service Center	<b>Reviews application for content.</b> TFSC will review application and ensure the package is complete with required supporting documents within the next duty day.
4	Total Force Service Center	<b>Is package complete?</b> Once the package is verified complete, forward it to AFPC/DPAPPH for approval/disapproval. If package is not complete, <b>GO TO STEP 8.</b>
5	AFPC/DPAPPH	<b>Review.</b> Review package for approval/disapproval action.
6	AFPC/DPAPPH	<b>Additional information required?</b> If package is missing any supporting documents, email the member and request additional information (courtesy copy the TFSC). Establish an internal suspense for 7, 15, or 30 days depending on the circumstances of the case. If no additional information is required, <b>GO TO STEP 9.</b>
7	Total Force Service Center	<b>Send email requesting additional information.</b> If the member does not respond within 30 days, send a second email to inform the member that 30 days have lapsed and if no additional information is received by the 45 <sup>th</sup> day, close the case.
8	Member	<b>Submits additional information.</b> If submitting additional information, return it to the TFSC for review. Repeat process from <b>STEP 3.</b> If no response to the request is received within 30 days, a second email is sent to inform that 30 days have lapsed, and if no additional information is received by the 45 <sup>th</sup> day, or no additional information is available, the case will be closed. <b>GO TO STEP 10.</b>

<b>9</b>	AFPC/DPAPPH	<b>Approve/Disapprove.</b> Approval authority for Lt Col and below and SMSgt and below. Send all approval/disapprovals via email back to the TFSC. Colonel/Colonel selects and CMSgt/CMSgt selects packages are forwarded to AF/DPO and AF/DPE respectively for final approval/disapproval. Each office is the approval/disapproval authority for their members and sends notification to their customers of a decision. Also, notify the TFSC via email on approved reassignments. If the application is disapproved, the case is closed.
<b>10</b>	Total Force Service Center	<b>Receives approval/disapproval.</b> Notify the member, commander, and the Special Needs Coordinator (SNC) with the approval/disapproval decision via email. If the application is disapproved, the case will be closed. If the application is approved, include additional requirements in the email for the member to obtain orders.
<b>11</b>	Member/CC/SNC	<b>Notify member of decision.</b> Receive final decision. If application is approved, the member begins predefined Relocation process.



EFMP REASSIGNMENT AND DEFERMENT (DENIED FAMILY MEMBER TRAVEL)		
STEP	ACTION OWNER	NARRATIVE
1	Member	<i>Member submits the EFMP application via vMPF.</i> Use this application to request assignment cancellation, a change of assignment location, or a short tour based upon denied family member travel to the initial assignment location. When submitting the request, attach supporting documents for review. Submit supporting documents as attached files through the vMPF. This is the preferred submission method; however, a member may also fax support documentation to the TFSC at DSN: 665-6222. <b>NOTE:</b> Send faxes as a last resort as they delay processing time.
2	Total Force Service Center	<i>Reviews application for content.</i> Review application and ensure the package is complete with required supporting documents within the next duty day.
3	Total Force Service Center	<i>Is package complete?</i> Once the package is verified complete, forward it to AFPC/DPAPPH for review and approval or disapproval. If package is not complete, <b>GO TO STEP 7.</b>
4	AFPC/DPAPPH	<i>Review package.</i> Review each package. NOTE: DPAPPH is the approval authority for Lt Col and below and SMSgt and below. Colonel/Colonel selects and CMSgt/CMSgt select packages are forwarded to AF/DPO and AF/DPE respectively for final approval/disapproval. Each office is the approval/disapproval authority for their members and notifies their customers of a decision. They also notify the TFSC via email on approved reassignments.
5	AFPC/DPAPPH	<i>Additional information required?</i> If package is missing any supporting documents, notify member by email and request additional information (courtesy copy the TFSC). Establish an internal suspense for 7, 15, or 30 days depending on the circumstances of the case.
6	Member/TFSC	<i>Request information via email.</i> DPAPPH determines if additional information is required to support the member's request, send an email to the member and courtesy copy the TFSC (for tracking purposes).
7	Member	<i>Submit additional information.</i> If additional information is being to submitted, return it to the TFSC for review. Repeat process from <b>STEP 2.</b> If no response is received within 30 days, a second email is sent to inform that 30 days have lapsed, and if no additional information is received by the 45 <sup>th</sup> day, the case will be closed. <b>GO TO STEP 8.</b>
8	AFPC/DPAPPH	<i>Approve/Disapprove.</i> Approve or disapprove the EFMP based on the documentation provided.

9	TFSC	<b>Approve/Disapprove.</b> When approval/disapproval notification is received, email the member, commander, and the Special Needs Coordinator (SNC) with the decision via email. If the application is disapproved, the case will be closed.
10	Member	<b>Notify member of final decision.</b> Receive final decision. If the application is approved, the TFSC will include additional requirements in the email for the member to obtain assignment orders.

## SECTION B. RESPONSIBILITIES

### **MEMBER**

1. Initiate request for EFMP reassignment, deferment, change, cancellation of assignment, or a short overseas tour via vMPF.
2. Submit the request for review, scan and attach supporting documents to substantiate the request in the vMPF. Although, this is the preferred submission method, a member may also fax supporting documents to the TFSC at DSN: 665-6222. **NOTE:** Send faxes as a last resort as it delays processing of time-sensitive applications.
3. Contact the MPS for withdrawal/cancellation procedures if requesting cancellation after submission of an application.
4. Report EFMP conditions immediately as they occur to the SNC and MPS.
5. Deployed airmen must obtain their deployed Commander's endorsement of the application and attach it electronically before forwarding it to the TFSC, or fax it to the TFSC. **NOTE:** A request will not be considered without the deployed Commander's endorsement.

**NOTE:** [AFI 36-2110, Attachment 25.7](#) provides reasons that usually warrant disapproval of an EFMP request.

### **COMMANDER**

1. Recommend approval/disapproval of the EFMP, and include additional information that can assist AFPC/DPAPPH in making a just decision. **NOTE:** All disapproval recommendations must be fully justified.
2. Defer members with a Deployment Availability Code (DAC) of "44", and involuntarily selected for TDY for EFMP reasons in excess of 30 calendar days,
3. Access AFPC Secure Main Menu and select the "CMS" button to enter the Case Management System (CMS) and review the application. Include endorsement or additional comments by using the "HR Review" button. Forward applications to the TFSC via CMS for review and consideration using the "Refer" button.

**NOTE:** Based on the urgency and sensitivity of the request, applications must be reviewed in a timely manner and coordination must be complete no later than 7 calendar days after receiving the application.

### **MILITARY PERSONNEL SECTION (MPS)**

1. Update the AAC manually in MilPDS, if the request is an approved deferment. **NOTE:** The assignment availability code (AAC) is automatically updated once the member arrives and in-processes at the new assignment location. See [Section C](#) for navigation/update procedures.
2. Upon advisement from SNC update assignment limitation code "Q" in MilPDS in which enrollment is necessary.
3. Update DAC 44 only when advised by AFPC/DPAPPH.



**TOTAL FORCE SERVICE CENTER (TFSC)**

1. Verify application and supporting documentation to ensure completeness.
2. Contact the member to ensure missing required documentation is provided. Establish a 30-calendar day suspense. If the applicant does not respond to the request for additional information/documentation within the 30-day period, an additional 15 calendar days will be provided. If no response is received within 45 days, the applicant is notified and the case is closed.
3. Process and forward completed requests to AFPC/DPAPPH within the next duty day after receipt from the member. Reasons for exceeding this standard must be provided in the forwarding correspondence. **NOTE:** DPAPPH is the approval authority for Lt Col and below, and SMSgt and below requests only.

**AFPC/DPAPPH (Humanitarian/Exceptional Family Member Program (EFMP) Assignments)**

1. Receive, prepare, and forward any associated medical and legal documentation that supports the request to AF/DPE for CMSgt/CMSgt selects and to AF/DPO for Col/Col selects for their review.
2. Request additional information for cases lacking sufficient support documentation.
3. Review and consider all LtCol and below and SMSgt and below applications and make a decision on each case.
4. Send all approval/disapprovals to the TFSC via email.

**SPECIAL NEEDS COORDINATOR (SNC)**

1. Confirms a family member has a condition which meets the DOD enrollment criteria for the EFMP.
2. Reviews and provides input addressing the availability of required resources within the current assignment locale pertaining to request.
3. Advises the servicing MPS to update assignment limitation code "Q" in MilPDS in which enrollment is necessary.

## **SECTION C. UPDATE PROCEDURES**

### **MilPDS NAVIGATION:**

Select Relocations and Employment, Personnel Relocations, Outbound Assignments, and Assignment Actions. Click the Open button or double-click each selection. The Assignment Information Folder will appear.

### **MilPDS UPDATE PROCEDURES:**

1. Press the F7 function key to enter the query mode. Type the member's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the F8 function key to execute the query. The Assignment Information Folder will populate with the member's current information.
2. Click the Person Extra Info button. The Person Extra Information (MPS)
3. Click to the left of Assignment Availability. Move the cursor down and click in the Details field being updated. The Extra Person Information window will appear update required fields by typing the information or click the List of Values (LOV) button and select the appropriate value from the list.
  - a. {Date Actioned} - DD-MMM-YYYY (Automatic update of current date)
  - b. {Availability Code} - LOV is available
  - c. {Availability Date} - DD-MMM-YYYY
  - d. {Availability Status} - LOV is available
  - e. {Change} - LOV is available
  - f. {Change Status} - LOV is available
  - g. {Requested Availability Date} - DD-MMM-YYYY
  - h. {Remarks} (4) - Type the information
4. Click the OK button. The Person Extra Information, Person Assignment Info, Person ASG Extra Info or AFR Assignment Actions window will populate with the new information.

### **DELETING AN AAC:**

1. Place the cursor in the Details field being deleted.
2. Click the Red X button located on the toolbar.
3. The AAC information is erased from the selected Details field.
4. Save the update by clicking the Save button.
5. Close the window or application by clicking the "X" located in the top right corner of each window.

**OUTPUT PRODUCTS:** Decision notification email sent to the member and unit. If approved, an assignment RIP and an email is generated by MilPDS.

### **ASSIGNMENT LIMITATION CODE**

Assignment limitation code (ALC) "Q" identifies a member who has a family member with special needs qualifying for enrollment in the EFMP. It is updated or removed from a member's

record upon direction from AFPC/DPAPPH, or upon written confirmation from the local SNC. Do not update a member's deployment availability status code or an AAC based on the member receiving ALC "Q." Update of ALC "Q" does not remove a member from selection for reassignment or deployment. For a complete listing of ALCs, their use and explanation, refer to AFI 36-2110, table 2.2.

**MilPDS NAVIGATION:**

Select Relocations and Employment, Personnel Relocations, Outbound Assignments, and Assignment Actions. Click the Open button or double-click each selection. The Assignment Information Folder will appear.

**MilPDS UPDATE PROCEDURES:**

1. Press the F7 function key to enter the query mode. Type the member's SSN (000-00-0000) in the National Id field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the F8 function key to execute the query. The Assignment Actions Folder will populate with the member's current information.
2. Click the Person Extra Info button. The Person Extra Info window will appear.
3. Click to the left of Assignment Limit.
4. Move the cursor down and click in the Details field being updated. The Extra Person Information window will appear.
5. In the Extra Person Information window update: Limitation Code, and Limitation End Date.
6. Type the information or clicking the List of Values (LOV) button, and select the appropriate value from the list.
7. Click the OK button. The Extra Person Information window will populate with the new information. Save the update by clicking the Save Button
8. Close the window or application by clicking the X located in the top right corner of the window.

**DELETING ASSIGNMENT LIMITATION CODE:**

1. Press the F7 function key to enter the query mode. Type the member's SSN (000-00-0000) in the National Id field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the F8 function key to execute the query. The Assignment Actions Folder will populate with the member's current information.
2. Click the Person Extra Info button. The Person Extra Info window will appear.
3. Click to the left of the dated in the Details field being deleted in the Extra Person Information window and click the Red X button located on the toolbar.
4. The decision window will appear click on yes to delete and the ALC will disappear from the Details field.
5. Save the update by clicking the Save button.
6. Close the window or application by clicking the "X" located in the top right corner of each window.

**OUTPUT PRODUCT(S):** A Transaction Register (TR) notice and action notice is produced to the current MPS.

**DEPLOYMENT AVAILABILITY (DAV) CODE**

DAV Code (44-EFMP Assignment/Deferment). DAV Codes describe a set of temporary restrictive medical, legal, and administrative conditions that affect a member's availability for deployment. DAV Codes are automatically assigned based on other personnel updates i.e., assignment availability codes or directly updated through data updates. DAV codes are divided into four categories: Physical, Time, Legal and Administrative. **NOTE:** The MPS updates DAC 44 only when advised by AFPC/DPAPPH.

**MiPDS NAVIGATION:**

Select Personnel Readiness and Deployment Availability. Click the Open button or double-click each selection. The UT People Folder will appear.

**MiPDS UPDATE PROCEDURES:**

1. Press the F7 function key to enter the query mode. Type the member's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the F8 function key to execute the query. The UT People Folder will populate with the member's current information.
2. Click the Deploy Avail button. The Deployment Availability window will appear.
3. Click in the Details field being updated. The Extra Person Information window will appear.
4. Update all required fields by typing the information or clicking the List of Values (LOV) button and selecting the appropriate value from the list. Click the OK button. The Deployment Availability window will populate with the new information.
5. In the Extra Person Information window update: Administrative, Administrative Expiration Date, Legal, Legal Expiration Date, Physical, Physical Expiration Date, Time, and Time Expiration Date.
6. Save the update by clicking the Save button.
7. Close the window or application by clicking the "X" located in the top right corner of each window.

**DELETE A DAV CODE:**

1. Place the cursor to the left of the field being deleted and click the Red X button on the toolbar.
  2. A Decision window will appear, click "Yes" to delete. The selected information will disappear.
- NOTE:** Ensure the delete action is taken on the DAV code and the associated date.
3. Save the update by clicking the Save button.
  4. Close the window or application by clicking the "X" located in the top right corner of each window.

DEPL-AVAIL-STATUS-LEGAL	CODE	SOURCE APPLICABILITY
EFMP Assignment or Deferment	44	PDS programmatic generation or DIN update (DIN ABA=34)